

Amended Sections of RFP 0634-230

SECTION I. INTRODUCTION

A. PURPOSE OF REQUEST FOR PROPOSALS

The State of Washington, Department of Social & Health Services, Mental Health Division, hereafter called "MHD," is initiating this Request for Proposals (RFP) to solicit proposals from individuals and firms interested in participating on a project to conduct a review of civil involuntary treatment ~~and forensic commitment~~ issues for the State of Washington.

B. BACKGROUND

The MHD is a component of the Health and Recovery Services Administration (HRSA) of the Department of Social and Health Services of the State of Washington. MHD has an annual budget of approximately \$700 million and supports statewide community mental health services, two adult state psychiatric hospitals, one child and adolescent state psychiatric hospital, and an array of community behavioral health residential services for children and adolescents. Western State Hospital for adults is located near Tacoma and has approximately 700 civil beds. Eastern State Hospital for adults is located near Spokane and has approximately 250 beds. The community mental health system is based on a CMS waiver (1915, B) and consists of 14 Regional Support Networks across the state. The RSNs contract with provider networks for direct care services. There are approximately 180 provider agencies contracted by the 14 Regional Support Networks.

During the 2006 legislative session, the Washington State Legislature passed a package of policy and budget initiatives designed to clarify the responsibilities of the State and Regional Support Networks related to inpatient care and ensure that care be recovery oriented and provided in community settings to the extent possible. Over the next year, the state will be developing and implementing programs which provide alternatives to state psychiatric hospitalization including statewide implementation of Program of Assertive Community Treatment (PACT) teams. In addition, the state will be conducting long term planning in a variety of areas including:

- Reconsideration of the mental health benefits package
- Review of involuntary treatment laws
- Development of a platform for standardized utilization review of psychiatric inpatient care
- Development of a statewide mental health housing plan

The requirements outlined in this RFP are based on HRSA/MHD's goal of promoting safe and effective alternatives to involuntary treatment which support the recovery of individuals

with severe and persistent mental illness while ensuring appropriate access to and utilization of state and community inpatient care.

C. PROJECT SCOPE

The scope and intent of this project is to conduct a review of identified issues pertaining to Washington State's civil involuntary treatment and forensic mental health programs.

The Scope of the review shall include:

- Review of current involuntary treatment statutes in the state of Washington with a focus on specific issues identified by HRSA/MHD
- Comparison of specific provisions of involuntary treatment statutes in Washington with other states
- Identification of strengths and challenges of Washington's commitment laws and processes and options for reform
- ~~Review of current statutes and processes related to competency evaluations and restorations for individuals alleged to have committed misdemeanor crimes~~
- ~~Identification of community forensic program models utilized by other states and considerations of implementing such programs for individuals alleged to have committed misdemeanor crimes~~
- ~~Review efficiency of forensic mental health program staffing levels and lengths of stay~~

D. PROJECT DELIVERABLES

The Successful Bidder shall be responsible for submitting the following draft reports and a final report (deliverables):

- Minimum of 160 hours including in-person consultation, phone consultation, attending identified meetings, preparation, and report development time as negotiated. Additional time as negotiated.
- Monthly work plan updates.
- Preliminary findings and recommendations due January 2007.
- Initial draft report due March 2007.
- Final report due June 2007.

E. MINIMUM QUALIFICATIONS

- The Bidder must be licensed to do business in the State of Washington or obtain a Washington State business license from the Secretary of State.

- Experienced mental health professional with a minimum of 15 years experience in development of mental health policy and programs and specific experience related to involuntary treatment and forensic commitment issues: lead position.
- Access to professional attorney with experience related to analysis of involuntary treatment and forensic commitment statutes if the bidder is not an attorney.

Bidders who do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

SECTION III. PROPOSAL CONTENTS

A. PROPOSAL CONTENTS

The four major sections of the proposal are to be submitted in the order noted below in Section III.C., Contents of Binders.

Proposals must provide information in the same order as presented in this document with the same headings. The questions in each of the four sections are described below. All questions must be answered and all items must be included as part of the proposal for the proposal to be considered responsive, even though certain items may not be scored.

B. FORMAT OF PROPOSAL

- Proposals must be submitted on standard eight and one-half by eleven inch (8 ½" x 11") white paper.
- A font size not less than 12 point must be used.
- Proposals must be submitted in separate three-ring binders as specified in Section III.C., Contents of Binders, with tabs separating the major sections of the Proposal, and your name on the front cover or title page of each binder.
- Identify each copy of your proposal by including Proposal to RFP #0634-230; the title of this RFP, Involuntary Treatment Act Study Mental Health Housing Plan; and your name on the front cover.

C. MANAGEMENT, EXPERIENCE AND QUALIFICATIONS PROPOSAL (SECTION 3 OF PROPOSAL BINDER)

General Requirements: In this section of the proposal, the Bidder is to discuss project organization and the knowledge, skills, abilities, and experience of the proposed team members. Bidders and their key team members must have conducted a minimum of three (3) successful projects with a focus on involuntary treatment issues housing for persons with mental illness and ~~or~~ other mental disorders disabilities. At least one of the projects must have been of similar scope and complexity. MHD will expect the ASB to staff the project with the individuals described in the response. Any changes to such staffing will be subject to MHD approval. The Bidder must commit that staff identified in its proposal will actually perform the assigned work. Any staff substitution must have the prior approval of the MHD. The contract resulting from this procurement will require that any change in key staff (as identified in Bidder's response to this procurement) will be subject to prior MHD acceptance. The contract will also provide that the MHD may request that Bidder remove selected staff on one (1) day's notice and provide replacement staff without impacting the schedule.

Numbering of Responses. Please number each response so that it corresponds to the question number. The response must begin with a restatement of the question followed by the bidder's response to the question. A reference to another section will not suffice, each answer must stand alone .

Attachments. Attachments must be labeled and tabbed and the question number to which it responds must be indicated.

Points Awarded for Responses. The number in parentheses after each question or requirement represents the maximum number of points that may be awarded for the bidder's response to that question or requirement. The total number of available points is 80. Failure to follow the above instructions may result in any or all of a bidder's responses to the following questions being considered as non-responsive, and scored accordingly, or may result in the bidder's proposal being rejected as non-responsive.

Please respond to each question in the same order in which they appear.

Questions

1. Provide a description of the proposed project staffing/organization and how the team will be managed during the course of the project, including any subcontractors. **(0-10 points)**
2. State the name, the title or position, and telephone number of the individual who would have primary responsibility for the project resulting from this RFP. Disclose

who within the firm will have prime responsibility and final authority for the work under the proposed contract. Name other individuals providing service on the project. **(0-10 points)**

3. Identify responsibilities and qualifications of staff who will be assigned to the potential contract and the amount of time each will be assigned to the project. Attach resumes' for the named staff, which includes information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. **(0-10 points)**
4. Describe the Bidder's policies, plans, and intentions regarding maintaining continuity of personnel assignments throughout the performance of any contract resulting from this procurement. Address how availability of any of the proposed staff for this project could be impacted from existing contracts to which they are currently assigned or from other potential contracts for which they are proposed. Where such cases exist, identify the priority the MHD would have in cases of conflict. Discuss the Bidder's plans to avoid and minimize the impact of staff changes. Identify planned back-up staff assignments. **(0-10 points)**
5. Provide a description of documented experience assisting states or other governmental organizations in reviewing legal and process issues related to civil involuntary treatment for individuals with mental illness and other mental disorders. **(0-10 points)**
- ~~6. Provide a description of documented experience in assisting states or other governmental organizations in the development of community run programs providing forensic mental health evaluation and treatment services. **(0-10 points)**~~
- ~~7. Provide a description of documented experience in reviewing the efficiency of forensic programs. Include a description of any related experience in reviewing staffing levels, productivity, and length of stay issues. **(0-10 points)**~~
8. Present a description of the Bidder's specific experience in the performance of completed projects which are similar in scope to this RFP. Clearly describe the scope and scale of those projects. The desired format for an experience matrix is below. **(0-10 points)**

Project Name:
Start and End Date:
Customer and Type of Business:
Project Description, Role of Firm, and End Result:
Proposed Team Members Who Were Involved in the Project:
List Subcontractors and Describe Their Involvement with the Project:

SECTION IV. EVALUATION

A. EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this Procurement and any amendments issued. The evaluation of proposals shall be accomplished by an evaluation team to be designated by DSHS who will be responsible for the review, evaluation and scoring of Bidder proposals. DSHS, at its sole discretion, will select finalists for an oral presentation. If oral presentations are held, evaluators will evaluate and score the oral presentations of bidders selected as finalists.

B. PROPOSAL EVALUATION

Each Proposal will first be screened to determine if the Bidder has complied with appropriate Administrative Requirements and Submittal Instructions. Each Proposal must meet the Administrative Requirements to be eligible to submit a proposal to this RFP. If your proposal does not meet all Administrative Requirements for this RFP, DSHS may consider your proposal nonresponsive and withdraw it from consideration at any time. Evaluators will score all responsive proposals and award points up to the maximum points available for each question.

C. SCORING OF PROPOSALS

All questions will be scored on the following 0 – 10 point scale except where otherwise noted.

Score	Description	Discussion
0	No value	The Bidder has omitted any discussion of this requirement or the information provided is of no value.
1-3	Substantially Below Minimum Requirements	The Bidder has not established the capability to perform the requirement, has marginally described its approach, or has simply restated the requirement.
4-5	Below Minimum Requirements	The Bidder has established some capability to perform the requirement but descriptions regarding their approach are not sufficient to demonstrate the bidder will be fully able to meet the minimum requirements.
6-7	Meets Minimum Requirements	The Bidder has an acceptable capability of solution to meet this criterion and has described its approach in sufficient detail to be considered “as substantially meeting minimum requirements”.
8-9	Exceeds Minimum Requirements	The Bidder has demonstrated an above-average capability, approach, or solution and has provided a complete description of the capability, approach, or solution.

10	Far Exceeds Minimum Requirements	The Bidder has provided an innovative, detailed, efficient approach or established, by presentation of material, far superior capability in this area.
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The maximum number of evaluation points available is 140.

The Administrative Requirements are evaluated on a pass/fail basis. The following weighting and points will be assigned to the proposal for evaluation purposes:

WRITTEN PROPOSAL

Technical Proposal – 20% 20 Points

Experience and Qualifications- 40% 60 Points

Cost Proposal - 40% 40 Points

Sub-Total (for Written Proposal)

120 Points

Oral Presentations [finalist(s) only]

(Pass/Fail)

References [finalist(s) only]

10 Points

TOTAL

130 Points

Your sub-total score for the written proposal will be the average of the scores of the evaluators who review your written proposal in accordance with the weighting noted above. Your final Total Evaluation Score will be the average points awarded for your written proposal, your references if applicable, and your oral presentations if applicable.